

Zoom Tips for Success:

By now I suspect many of you could write the book on how to be effective in a Zoom meeting, but allow me to emphasize a few important points.

- Zoom works best on a computer—P.C. or Apple, etc.—NOT on your mobile device. Download the latest version at www.zoom.us/download, and please, please make every effort to participate—especially during congressional meetings—from a secure and stable and quiet work environment and on a computer.
- Limit the other applications that are open on your computer and how many people may be streaming YouTube on your network! to enhance Zoom’s performance.
- Wear business casual attire, but please avoid all black, all white, or stripes as those do not present well on camera.
- Have a somewhat neutral background behind you when on camera. Art and furniture and objects are just fine, but overly cluttered or busy will be distracting.
- Please mute yourself when not speaking.
- Make sure your lighting is good. Avoid backlighting by not setting up in front of a window or a bright light. Best would be a soft lamp in front of you, if you can.
- Audio quality is very important. Wearing headphones can reduce echo. Silence your phone and turn off screen notifications on your computer.
- Practice recording yourself on camera and watch it to see how you come across.
- If your WIFI is notorious for cutting out, use an Ethernet cable to connect your computer to the router instead (if need help on this, ask a young person or an IT savvy person you know).

Day One Tips:

Consider knitting. Or folding laundry. We’re not kidding! We know we all are subject to Zoom fatigue. Some folks find that having something to do with one’s hands can improve focus and concentration. Just a thought if you find yourself flagging, but we promise we’ll do our best to keep things snappy.

Day Two Tips:

- Relax but be animated. Use your hands and body to make your points. Enthusiasm keeps your audience engaged. Remember this is not a one-sided presentation (and you won’t be sharing a slide deck on your screen), but rather a conversation where you’re sharing your thoughts and concerns and need for action and their questions are encouraged.
- Try to level your eyes and look directly into the camera when you’re speaking (you may need to stack books or a box under your laptop to raise your webcam to eye-level). Don’t cut off your forehead though!